

Instructor Name: _____

Seal Beach Community Services Department
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Contractor Worksheet for Classes Summer 2016

Worksheet due by Friday, February 12, 2016

Session Class Dates include: June 13 – September 4, 2016

Please list all classes and sessions with the following information below and highlight all changes. For NEW classes attach a description. Please indicate special closure dates and dates that you as an instructor will not be teaching. The Community Services Department has the right to adjust information as it deems necessary. **All instructors must complete this form for proposals to be considered for the summer quarter.**

☐ I am not interested in teaching during the summer quarter.

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|---------------------|--------------------------------|--|
| Class Name: | Facility: | Course Number: (Office Use Only) |
| Number of Weeks: | Day(s) of the Week: | Times: |
| Start Date: | End Date: | No Classes Scheduled: |
| Ages: | Fee (including \$5 admin fee): | Material Fee: |
| Min. # of Students: | Max of Students: | Date to stop taking online Registration: |

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